



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 340 – UNIFORMS / EQUIPMENT / APPEARANCE

**GENERAL ORDER:** 2014-129  
**ISSUED:** November 11, 2014

**EFFECTIVE:** November 11, 2014

**REVIEWED/APPROVED BY:**

Captain Aimee Obregon

**DATE:** November 4, 2014

**ACTION:** Amends General Order 2014-113 (September 2, 2014)

**WILEAG STANDARD(S):** 1.2.3, 2.4.4, 2.8.1, 6.1.7, 6.2.9, 12.1.1, 12.1.2, 12.1.3, 12.1.4

#### **340.00 PURPOSE / POLICY (WILEAG 1.2.3, 2.4.4)**

The purpose of this policy is to communicate regulations and procedures for department uniforms, equipment, and appearance. Department members shall conform to the uniform, equipment, and appearance regulations as herein prescribed, unless expressly authorized by the Chief of Police, or designee, when their duties or other necessity requires a departure from this policy.

It shall be the responsibility of all supervisors to regularly monitor their subordinates' uniforms, equipment, and general appearance to ensure conformity with this policy. In doing so, supervisors shall use their discretion with an emphasis on presenting a professional appearance. Supervisors finding a subordinate member who is not in compliance with this policy shall take prompt, appropriate action to correct any deficiency.

#### **340.05 UNIFORM REQUIREMENTS (WILEAG 1.2.3)**

- A. Police members and police aides, whose assignment or position requires the wearing of a uniform, shall be in proper uniform while on duty. All uniforms and accessories shall conform to the specifications as herein prescribed.
- B. Garments designed for cold or inclement weather (e.g., winter fur cap, uniform knit cap, uniform turtleneck shirt/sweater) shall not be mixed with garments designed for warm weather (e.g., short sleeve uniform shirt, windbreaker jacket). The wearing of uniforms shall conform with the following schedule:

- 1. Summer Uniform – April 1 to October 31

The long or short sleeve uniform shirt may be worn.

- 2. Winter Uniform – November 1 to March 31

- a. Only the long sleeve uniform shirt may be worn.
- b. Police lieutenants, police sergeants, police officers, and police aides assigned to work locations with non-patrol duties have the option of wearing a short sleeve uniform shirt regardless of season.
- c. Police lieutenants, police sergeants, police officers, and police aides assigned to non-patrol duties at district stations have the option of wearing a short sleeve

uniform shirt regardless of season.

- d. Uniformed police members have the option of wearing the department issued black zip up cardigan sweater as their outermost garment when assigned to inside duties, regardless of season.

**Note: Uniformed members may unexpectedly be required to perform their duties outdoors for prolonged periods. They are expected to have appropriate garments and equipment readily accessible during cold or inclement weather.**

- C. Police members and police aides shall keep their uniform and accessories clean, serviceable, and professional in appearance.
- D. Police members and police aides shall not wear on any part of their uniform any unauthorized badge, button, insignia, patch, or decoration.
- E. Department uniforms shall not be worn outside of the city, except;
  - 1. When necessary in the performance of police duty,
  - 2. For the purpose of attending a funeral or memorial service of a department member or for a law enforcement officer of another agency, or
  - 3. With permission of the Chief of Police or designee.
- F. Department members are prohibited from wearing the department uniform or any identifying insignia related to the department while participating in public demonstrations.

#### **340.10 POLICE MEMBERS NOT REQUIRED TO WEAR A UNIFORM**


- A. Police members, who by their position or duty assignment are not required to wear a uniform (e.g., detectives assigned to investigations divisions), shall, while on-duty, dress in professional business attire (e.g., for males - a business suit or jacket, trousers, shirt and tie; for females - a business suit, or blazer with slacks or skirt, or a dress) unless otherwise prescribed within this policy. Police lieutenants and sergeants assigned to investigations divisions may wear their department uniform or dress in professional business attire. They shall convey an appearance of professionalism, particularly when dealing with the public. Members shall wear professional business attire when appearing in court.
- B. Male police members may wear a mock turtleneck shirt in lieu of the dress shirt and tie, except when appearing in court or at formal events.
- C. Captains of police and above are expected to wear attire appropriate to their command. District / division and operational / field commanders (with the exception of the commanding officer of the Narcotics Division) shall wear a uniform.

D. Plainclothes attire for specialty units (e.g., Forensics Section, Police Academy, Licensing Unit) requires approval from the Chief of Police.

### **340.15 UNIFORM REGULATIONS (WILEAG 1.2.3)**

#### **A. RANK INSIGNIA:**

1. Issued rank insignia shall be worn on the epaulets of the outermost garment, except rainwear. Rank insignia shall not be worn on the uniform shirt or jacket collars.
2. Black soft shoulder boards with the embroidered rank insignia shall only be worn on the white uniform shirt and uniform sweater.
3. Embroidered cloth or metal rank insignia shall be worn on the epaulets of the navy blue uniform shirt or on the various uniform jackets.

CHIEF OF POLICE	Four gold five-pointed stars	
ASSISTANT CHIEF OF POLICE	Three gold five-pointed stars	
INSPECTOR OF POLICE	Two gold five-pointed stars	
DEPUTY INSPECTOR OF POLICE	One gold five-pointed star	
CAPTAIN OF POLICE	Gold double-bar	
POLICE LIEUTENANT	Gold single-bar	

#### **B. POLICE LIEUTENANTS AND HIGHER RANKS**

1. Initial Uniform Allowance for Assistant Chiefs and Inspectors
  - a. Gold five pointed star rank insignia (5 pair)
  - b. Shoulder boards (1 pair)
2. Initial Uniform Allowance for Deputy Inspectors
  - a. All seasons cap embroidered with two arcs of oak leaf groups
  - b. Gold five pointed star rank insignias (5 pair)
  - c. Shoulder boards (1 pair)
3. Initial Uniform Allowance for Captains
  - a. Gold bars rank insignia (5 pair)
  - b. Shoulder boards (1 pair)
4. Initial Uniform Allowance for Lieutenants

- a. Dress blouse
- b. White long sleeve uniform shirt
- c. Command officer overcoat; dress trousers (1 pair)
- d. Stripes for dress trousers (1 pair)
- e. Stripes for dress blouse (1 pair); gold bars (5 pair)
- f. Shoulder boards (1 pair)
- g. Gold buckle for Sam Browne belt if not previously issued
- h. Gold buttons for jackets if not previously issued

#### C. UNIFORM SHIRT REGULATIONS

- 1. Deputy inspector of police and higher ranks shall wear the navy blue uniform shirt whether performing field or office duties. The white uniform shirt shall be worn with the dress uniforms as indicated in 340.15(D), when appearing at public meetings/hearings, or as otherwise directed by ranking command staff when deemed appropriate.
- 2. Police lieutenants and captains of police shall wear a navy blue uniform shirt when performing field or office duties. The white uniform shirt shall be worn with the class A dress uniform as indicated in 340.15(D) or as otherwise directed by ranking command staff when deemed appropriate.

#### D. DRESS UNIFORMS

- 1. Police members with the rank of police lieutenant and above shall maintain a class A uniform. This uniform shall be worn to formal events and ceremonies. Metal rank insignia is required on the dress blouse of the class A uniform.
- 2. Police members with the rank of police officer and police sergeant shall wear the class B uniform to formal events and ceremonies.
- 3. The class C uniform shall be worn for normal duties by all uniformed police members.

CLASS A	CLASS B	CLASS C
Command Officer Overcoat (if issued)	Dress or Uniform Trousers	Dress or Uniform Trousers
Dress Blouse and Metal Badge	Blue Long Sleeve Uniform Shirt and Tie	Navy Blue Long Sleeve or Short Sleeve Uniform Shirt
Dress Trousers	Military Round Cap w/shield	Military Round Cap w/shield
White Long Sleeve Uniform Shirt	Metal Badge	Metal Badge
Military Round Cap w/Shield	Sam Browne Belt	Sam Browne Belt
No Pins Other than Merit Awards to be Worn	No Pins Other than Merit Awards and District Lapel Pins to be Worn	

**Note: The Sam Browne belt shall not be worn with the class A uniform. Either the department issued handgun or the member's authorized off-duty handgun shall be worn. The wearing of the handgun shall not interfere with the dress blouse lines.**

#### E. POLICE SERGEANTS

1. Initial Uniform Allowance for Sergeants
  - a. Sergeants stripes for shirts (4 pair)
  - b. Sergeants stripes for uniform coats (3 pair)
  - c. Gold braid for all seasons cap
  - d. Brass colored name tags (2)
  - e. Gold belt buckle for Sam Browne
  - f. Shoulder boards with silver stitching (1 pair)
  - g. Gold buttons for jackets
2. Rank insignia shall be worn on the upper portion of uniform shirts and jackets, except rainwear and the uniform sweater. A police sergeant's rank insignia shall be three (3) light blue chevrons with white piping.
3. Police sergeants electing to wear the uniform sweater shall wear black soft shoulder boards with embroidered chevrons on the epaulets.

#### F. POLICE OFFICERS

1. Initial Uniform Allowance for Police Officers

- a. Dark blue uniform shirts (2)
- b. Uniform trousers (2)
- c. Silver nameplates (2)
- d. Uniform shirt vest carrier
- e. Turtleneck
- f. Winter cap
- g. All season hat
- h. Raincoat and cap cover
- i. All season uniform coat
- j. Soft body armor with two carriers

#### G. POLICE AIDES

##### 1. Initial Uniform Allowance for Police Aides

- a. Light blue uniform shirt with “police aide” shoulder patch rocker (2)
- b. All season jacket
- c. Uniform trousers (2 pair)
- d. Baseball style cap
- e. Whistle

#### H. POLICE SERGEANTS AND POLICE OFFICERS ASSIGNED TO MOTORCYCLE DUTY

##### 1. Additional General Uniform Items

Department-issued leather motorcycle jacket, breeches (or trousers when permitted), leather motorcycle boots, and motorcycle helmet. Motorcycle operators are required to wear the department issued crash helmet at all times when operating department motorcycles.

#### I. POLICE OFFICERS ASSIGNED TO BICYCLE PATROL DUTY

##### 1. Additional General Uniform Items

Bicycle glasses, bicycle gloves, solid black rubber soled athletic-style shoes, and

bicycle safety helmet. While riding a bicycle on-duty, officers are required to wear the department issued bicycle helmet. Bicycle patrol officers may wear the following:

- a. Approved bicycle jacket
- b. Approved bicycle pants with black ankle socks
- c. Nylon Sam Browne belt with approved accessories

#### J. UNIFORMED POLICE MEMBERS ASSIGNED TO MARINE OPERATIONS UNIT

##### 1. General Uniform Items

During boating season (April 1<sup>st</sup> through November 1<sup>st</sup>) and when assigned to Marine Operation duties uniformed members will wear the following:

- a. Department issued long or short sleeve uniform shirt with embroidered badge, embroidered unit insignia on the collar and a nametape;
- b. Approved uniform pants or shorts with black ankle socks;
- c. Nylon or leather Sam Browne belt with approved accessories.

**Note: During the off-season, members assigned to the Marine Operations Unit shall wear the prescribed uniform of their rank.**

#### K. HONOR GUARD

Members of the Honor Guard shall wear such uniforms and insignia as prescribed by the Chief of Police. White gloves shall be worn when so ordered while attending important affairs and assemblies' on-duty.

### **340.20 UNIFORM ITEMS & OPTIONAL ACCESSORIES (WILEAG 1.2.3)**

#### A. METAL NAMEPLATES / EMBROIDERED NAMETAPES

1. All uniformed department members shall wear a metal nameplate or an embroidered nametape, bearing the wearer's correct last name. They shall be worn in plain view on the outside of the outermost garment (except rainwear).
2. Metal nameplates shall have the member's last name engraved so that the name is clearly legible. The nameplate shall be affixed on the same plane as the bottom edge of the badge and centered above the right pocket. Metal nameplates shall be silver in color for police officers and brass or gold colored for police sergeants and above.
3. Embroidered nametapes shall have the member's last name in silver stitching for police officers and police sergeants and gold for police lieutenants and above. Embroidered nametapes are a personal purchase item.

**B. UNDERSHIRTS**

1. A clean white "crew-neck" or "V-neck" style t-shirt shall be worn underneath the long sleeve white uniform shirt and long and short sleeve light blue uniform shirt.
2. A clean navy blue or black "crew-neck" or white "V-neck" style t-shirt shall be worn underneath the long and short sleeve navy blue uniform shirt.

**Note: Ribbed t-shirts, designed for use under body armor, may be worn with the navy blue uniform shirt.**

**C. UNIFORM NECKTIES**

1. The uniform necktie shall be a solid black, four-in-hand style slipknot, with a clip-on fastener for safety. Members not assigned to patrol duties have the option of wearing a conventional tie without a clip-on fastener.
2. No necktie shall be worn with any short sleeve uniform shirt.
3. When not wearing the necktie, members shall have only the top shirt button unbuttoned and shall wear the required undershirt.
4. Police lieutenants and higher ranks shall wear the uniform necktie when wearing the long sleeve white uniform shirt.
5. Uniformed members are required to wear the long sleeve shirt and necktie when appearing in formal events or as otherwise directed by their commanding officer.

**Note: Although uniformed members are encouraged to wear the long sleeve shirt and necktie when appearing in court there is no requirement to do so.**

6. Department members wearing the uniform necktie may wear a single tie bar or tie tack that is professional in appearance and approved by their commanding officer or designee.

**D. UNIFORM CAPS**

1. Police members, while on-duty and in uniform, may wear a military round cap, winter fur cap, uniform knit cap, or uniform baseball cap as outlined within this policy.
2. Police members shall ensure their uniform caps are clean, serviceable, and readily accessible while on-duty. Personnel assigned to motorcycle, bicycle, or mounted horse patrol shall have their required safety headgear readily accessible.
3. Winter fur caps shall have cap shields properly affixed. Military round caps shall have cap shields, buttons, braids, and metal straps properly and securely affixed as described below. Uniform caps shall be worn in a manner that projects a professional appearance and shall sit squarely on the head and not tilted to the side

or rear.

a. Military Round Cap

1. Police officers: The cap shall have a silver strap fastened to the cap by two silver Wisconsin state seal buttons and two rows of royal blue braid around the perimeter of the hat.
2. Police sergeants: The cap shall have a gold strap fastened to the cap by two gold Wisconsin state seal buttons and two rows of royal blue braid around the perimeter of the hat.
3. Police lieutenants and captains: The cap shall have a gold strap fastened to the cap by two gold Wisconsin state seal buttons and two rows of gold braid around the perimeter of the hat.
4. Deputy inspector and higher ranks: The cap shall have a gold strap fastened to the cap by two gold Wisconsin state seal buttons and two rows of gold braid around the perimeter of the hat. The visor shall be embroidered with two arcs of oak leaf groups.

4. The wearing of a uniform cap is mandatory under the following circumstances:

- a. When a uniformed member is assigned to a foot beat or park and walk.
- b. The military round cap is required at inspections, ceremonies, and other formal events, or as determined by commanding officers.
- c. As determined by the officer-in-charge for situations in which immediate recognition is necessary.
- d. The wearing of a uniform cap or issued safety headgear is required when the member is directing traffic.

E. FOOTWEAR / HOSIERY

Police members in uniform shall wear shoes or boots that are either solid black natural or solid black artificial leather with a round toe design. Shoes or boots shall be kept clean, polished, in good condition, and have no visible logos. Black running shoes or athletic style shoes shall not be worn with the uniform, but solid black athletic shoes are permitted when a member is assigned to bicycle patrol during the shift. Solid black over-the-calf style socks shall be worn with shoes. Sock heights at or below the ankle (except for bicycle patrol officers) are not acceptable for uniformed members.

F. UNIFORM TURTLENECK

Uniform turtleneck shirts may be worn by police members in conjunction with the navy blue long sleeve shirt and/or uniform sweater, but not as an outermost garment. The uniform turtleneck shirt shall not be worn at ceremonies, funerals, and other formal

events, or as determined by commanding officers when the wearing of the uniform necktie is deemed appropriate.

#### G. OPTIONAL ACCESSORIES

##### 1. Scarves

While outdoors during cold or inclement weather, uniformed police members may wear a solid black scarf.

##### 2. Gloves

While outdoors during cold or inclement weather, uniformed police members may wear solid black gloves, mittens or gauntlets. Personnel assigned to motorcycle duty may wear protective gauntlets.

##### 3. Overshoes

During cold or inclement weather, uniformed police members may wear solid black colored boots, galoshes, or overshoes.

#### H. OPTIONAL PERSONAL PURCHASE ITEMS

1. The department authorizes the use or wearing of specific uniform items and accessories. The below items may be purchased, at the members expense pursuant to the provisions outlined in (2) below.

a. Uniform knit cap / headband

b. Uniform baseball cap

c. Uniform shirt ballistic vest carrier (personal purchase for all members except uniformed members of the MPA working in patrol)

d. Uniform windbreaker jacket

e. Longevity service stripes

f. Embroidered nametapes

g. Replacement metal nameplates

h. Second badge of member's rank

i. Outdoor V neck fleece lined sweater (personal purchase for members of the MPA)

j. Indoor zip up cardigan sweater (personal purchase for members of the MPA)

## 2. Personal Purchase Item General Guidelines

- a. Police members shall make all personal purchases from a department approved vendor. Substitute vendors are not authorized.
- b. Police members are prohibited from using or wearing any personal purchase uniform item while off-duty, except for the second badge, which may be used for off-duty identification in conjunction with the department-issued identification card.
- c. Management reserves the right to condemn any personal purchase item if such item is determined to be unserviceable or if used in a manner not consistent with policy. With the exception of the uniform outer vest carrier for uniformed MPA members assigned to patrol, condemned personal purchase items are not replaced at department expense. Any replacement costs are the member's responsibility.
- d. Personal purchase items must be used and/or worn in a professional manner at all times.
- e. Claims for department reimbursement of personal purchase items, as a result of duty-related damage, must be submitted in accordance with the procedures outlined in this policy relating to uniform and equipment compensation procedures.

## 3. Personal Purchase Item Regulations

### a. Uniform Knit Cap / Headband/ Baseball Cap

1. During cold or inclement weather, police members in uniform may wear a department approved uniform knit cap or headband in lieu of their department issued military round cap or winter fur cap.
2. Police members in uniform may wear a department approved uniform baseball cap in lieu of their department issued military round cap.
3. Police members are prohibited from wearing the uniform knit cap / headband / baseball cap indoors, at inspections, formal events, or as otherwise directed by their commanding officer.
4. The uniform knit cap / headband / baseball cap shall be worn in a professional manner with the department emblem facing forward and centered. The knit cap shall cover the top of the ears and forehead.
5. Police members below the rank of police lieutenant shall wear a uniform knit cap / headband / baseball cap with a silver emblem. Police lieutenants and higher ranks shall wear a knit cap / headband with a gold emblem.

### b. Uniform Shirt Ballistic Vest Carrier

1. Uniformed police members may wear a department approved uniform shirt ballistic vest carrier. This is an initial issuance item for uniformed members of the MPA assigned to patrol functions; all other police members in uniform must purchase this as a personal purchase item.
2. With the exceptions of a cloth embroidered badge, nametag, nametape, or rank insignia, additions or alterations to the outer vest carriers are not permitted. This includes additional pockets or pouches used to hold any other items.
3. Police members are prohibited from wearing the uniform shirt ballistic vest carrier at formal events, or as otherwise directed by their commanding officer.
4. Police members shall wear the cloth embroidered badge emblem and metal nameplate or an embroidered nametape on the uniform shirt ballistic vest carrier when it is worn as an outer most garment.

**Note: The approved vest carrier should only be worn with department issued ballistic vests. Use of the approved vest carrier with non-approved manufacturer ballistic panels may limit or void the ballistic vest manufacturer's liability and/or warranty.**

c. Uniform V-neck Fleece Lined Sweater

Uniformed police members have the option of wearing the department issued black V-neck uniform sweater as their outermost garment. The sweater shall have the department shoulder patch affixed to the left upper sleeve, and the approved cloth badge emblem affixed in lieu of the metal badge. A metal nameplate or an embroidered nametape shall be worn on the right breast of the sweater. A long sleeved blue uniform shirt with optional uniform necktie, and/or approved uniform turtleneck shall be worn underneath the sweater. Rank insignia shall be worn on the epaulets of the sweater. No service stripes shall be worn on the sweater.

d. Uniform Zip-Up Cardigan Sweater

Uniformed police members have the option of wearing the department issued black zip up cardigan sweater as their outermost garment when assigned to inside duties. The sweater shall have the department shoulder patch affixed to the left upper sleeve, and the approved cloth badge emblem affixed in lieu of the metal badge. A metal nameplate or an embroidered nametape shall be worn on the right breast of the sweater. A long sleeved blue uniform shirt with optional uniform necktie, and/or approved uniform turtleneck shall be worn underneath the sweater. Rank insignia shall be worn on the epaulets of the sweater. No service stripes shall be worn on the sweater.

e. Uniform Windbreaker Jacket

1. Police members in uniform may wear a department approved uniform windbreaker jacket with the cloth embroidered badge emblem, metal nameplate, or an embroidered nametape.
2. Police members are prohibited from wearing the uniform windbreaker jacket at formal events or as otherwise directed by their commanding officer.

f. Longevity Service Stripes

1. Longevity service stripes are authorized and may be worn by uniform police members. Each service stripe shall represent (5) five years of completed service with the department or comparable service as a sworn law enforcement officer with another agency. Service time shall be computed from date of appointment to the rank of police officer.
2. Service stripes shall be gold for the ranks of police lieutenant and above and light blue for the ranks of police sergeant and police officer.
3. Service stripes shall be affixed to the left sleeve (forearm) of the navy blue, or white long sleeve uniform shirt, department issued outer duty jackets, and leather cycle jackets. Service stripes shall not be worn on the class A blouse or uniform sweater.
4. All new or replacement uniform items which have been approved for the display of longevity service stripes and are issued by the department shall have them affixed at department expense. Police members who wish to add longevity service stripes to their existing uniform items may do so at their expense.

**Note: Members having prior sworn law enforcement experience with another municipal, county or state police agency within the United States of America and who wish to wear additional service stripes shall provide written proof of employment, including dates of service, from the previous agency. This documentation shall be provided to the member's commanding officer and will be placed in the member's personnel file.**

g. Embroidered Nametapes and Metal Name Tags

1. Embroidered nametapes are authorized for the following department issued or personal purchase uniform items: navy blue uniform shirts, black uniform sweaters, uniform shirt ballistic vest carrier, outer duty jackets, and leather motorcycle jackets.
2. The embroidered nametape shall be affixed on the same plane as the bottom edge of the badge and centered above the right pocket.
3. Police officers and police sergeants shall have their last names in silver stitching while police lieutenants and higher ranks shall have gold stitching.

4. Two silver name tags will be issued upon hiring and two brass name tags will be issued upon initial supervisory promotion. Any additional name tags required beyond this shall be a personal purchase.

h. Second Badge

1. Orders for a second badge require a personal appearance by the member at the Police Academy to receive a PO-1A. Full payment by cash, check or money order for the second badge must be made at the time the order is placed.

**Note: Members are making the second badge purchase for the Milwaukee Police Department. For accountability and liability purposes, second badges will be the property of the department and may be subject to recall upon promotion, appointment to a new position, retirement, suspension, dismissal or when ordered by the Chief of Police or designee.**

2. Orders to the vendor for a second badge will be placed in lots of fifteen (15) or more badges for the best pricing. If a member is willing to pay extra for prompt ordering, the order will be accommodated.
3. At the time of placing an order for a second badge, members will be required to sign an agreement (form PB-11E) to codify the terms and conditions of use.
4. Second badges are authorized for use as a supplement to the issued regulation badge for outer duty garments, as wallet identification or for ornamental display purposes.
5. Only one supplementary badge will be issued to a member at each rank.
6. Upon promotion or appointment to a new position, the member must surrender the second badge to the Police Academy. A member may request to keep the second badge with the understanding it will be encased in Lucite plastic. The requesting member is responsible for any associated costs.

**340.25 BADGES (WILEAG 2.8.1)**

A. METAL BADGES

Police members are issued the department's regulation metal badge either upon graduation from the Police Academy or upon appointment or promotion. Police members, while in uniform, shall wear the regulation metal badge or the issued second badge on their outermost garment over the left breast. While on-duty and not in uniform, they shall carry either badge in such manner so as to permit ready display.

**B. CLOTH EMBROIDERED BADGES**

1. The cloth embroidered badge emblem shall not be displayed on civilian clothing.
2. The cloth embroidered badge emblem shall be gold in color for the ranks of police lieutenant and above, silver in color for the ranks of police sergeant and police officer and a "subdued" dark blue for the Tactical Enforcement Unit 5.11 TDU shirt jumpsuit.
3. The cloth embroidered badge emblem is authorized to be affixed to the left breast on issued uniform and non uniform jackets and protective garments as determined by the Chief of Police or designee.

**Note: With the exception of recruit officers, members wearing an outer garment with a cloth embroidered badge emblem must carry their regulation or second metal badge in such a manner so as to permit ready display.**

**C. LOANER BADGES**

1. The Police Academy shall issue "loaner" police officer regulation metal badges to the various commands. Commanding officers shall institute and directly manage a separate sign out/in ledger that will reflect the badge number, the date the badge was signed out, to whom the badge was issued, and the date returned and who received the badge when it was returned. In the event that any badge is unaccounted for, commanding officers shall refer to 340.75 – Lost or Stolen Uniforms and Equipment.
2. Regulation metal badges that are in need of repair shall be immediately turned over to the member's shift commander, who shall arrange for transport to the Police Academy. Badges shall not be sent via inter-departmental mail.

**D. AUXILIARY BADGES AND CAP SHIELDS**

1. The Police Academy shall be responsible for the original distribution, maintenance, and inventory of auxiliary badges and cap shields to each district.
2. District commanders shall be responsible for auxiliary badge and cap shield storage. When not in use, they are to be kept in the locked district auxiliary file cabinet or other secure location as deemed appropriate.
3. Each auxiliary officer is to be assigned a specific badge number to be used exclusively by that officer when required in the performance of his/her duties. A sign out/in ledger is to be maintained and kept with the badges. This ledger shall contain the name of each auxiliary officer, along with his/her assigned badge number. Additionally, this ledger shall contain the date the badge is signed out, the badge number to whom the badge was issued to on that date, who issued the badge, the date returned, and who received the badge when it was returned.

4. The member at each district assigned to supervise auxiliary officers shall audit and inventory all badges on a monthly basis to ensure that they are accounted for. In the event that any auxiliary badge is unaccounted for, commanding officers shall refer to 340.75 – Lost or Stolen Uniforms and Equipment.  
(WILEAG 2.8.1.3)

#### E. RETIREE BADGES

1. Retired police members in good standing may request their current badge be retired and encased in Lucite plastic. A fee, as determined by the Chief of Police, will be assessed to the member to cover the cost of the badge and to pay for the encasement process.
2. The member must submit a memorandum to the Chief of Police requesting the badge and documenting that they have achieved a normal service retirement of 25 years or retired with less than 25 years of service but attained the age of 57.
3. The Chief of Police reserves the right to retire and encase a badge for a police member who, in good standing, receives a duty disability retirement or for a police member who dies in the line of duty.

#### F. HONORING LAW ENFORCEMENT DEATHS

1. When a member in law enforcement dies in the line of duty while serving in Milwaukee County, black mourning bands will be permitted to be worn on the metal badge from the time of death until sunset on the day of the burial.
2. When a member of law enforcement dies in the line of duty, and the governor declares that flags will be lowered, members may wear black mourning bands on the metal badge from sunup to sunset on the day the flags are lowered.
3. When a Milwaukee Police Department member dies off-duty, department members may wear a small black mourning ribbon (one inch or less) pinned to their uniform shirt or jacket (on the flap of the left breast pocket). This symbol of mourning may be worn from the time of death until sunset on the day of the burial.

### **340.30 APPEARANCE STANDARDS – POLICE MEMBERS (WILEAG 1.2.3)**

Department members, while on-duty, shall conform to the following appearance standards as herein prescribed. They shall always strive to present a professional appearance. It shall be the responsibility of all supervisors to regularly monitor their subordinate's general appearance to ensure conformity with this policy. In doing so, supervisors shall use their discretion with an emphasis placed upon presenting a professional appearance. Supervisors finding a subordinate member who is not in compliance with any of the following sections shall take prompt, appropriate action to correct any deficiency.

**A. HAIR****1. Males**

Hair shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back. Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair must be neatly clipped and shaped at the top and sides to present a well groomed appearance and shall, if the member is in uniform, not interfere with the proper wearing of the uniform cap.

**2. Females**

Hair shall be neat, clean and shall not interfere with full vision. Female members, if in uniform, shall arrange their hair so it does not extend past the bottom edge of the shirt collar. The hair may extend over the ears, but shall be no longer on the sides than the bottom of the shirt collar. If the hair is worn over the ears, it shall not be arranged in a way that would be advantageous for a suspect to grab. Hairpins and barrettes will not be conspicuous and exposed clips and other ornamentation is prohibited for uniformed members. Female hairstyles, if the member is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform cap.

**3. Hair Color**

Hair color for all police members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.

**B. SIDEBURNS**

Sideburns may be worn if they are neatly trimmed and do not extend below the middle of the ear. Sideburns shall be straight and of even width (not flared) and end in a clean shaven horizontal line.

**C. MUSTACHES**

Mustaches may be worn provided they do not extend above, beyond or below the normal hairline of the upper lip, are maintained in a neat, clean manner presenting a groomed appearance and do not expose the wearer to undue risk or hazard.

**D. BEARDS**

Beards of any kind are prohibited for all police members and police aides, unless authorized by the Chief of Police as noted in this policy.

**E. JEWELRY – UNIFORMED MEMBERS**

Facial or ear jewelry of any kind shall not be worn. A single necklace/chain or religious

medallion may be worn but shall not be visible. A single bracelet may be worn. Multiple necklaces, chains, charms, bracelets, or costume type jewelry shall not be worn. One ring may be worn on each hand provided that the ring does not interfere with the performance of duty or endanger the safety of the member or others. Visible body piercings are prohibited. Simply covering facial or ear jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing) with a bandage or other disguise does not constitute compliance with this standard.

#### F. JEWELRY – PLAINCLOTHES MEMBERS

Facial jewelry of any kind shall not be worn. Ear jewelry may be worn by female members provided it is conservative in style and does not interfere with the performance of duty or endanger the safety of the member or others. Necklaces, bracelets, and rings may be worn as long as they do not interfere with the performance of duty or endanger the safety of the member or others. Rings shall be limited to one per hand. Visible body piercings are prohibited. Simply covering facial jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

#### G. FINGERNAILS

Fingernails must be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Only female members may wear nail polish provided the polish consists of one solid color and does not contain any decals or ornamentation.

### **340.35 APPEARANCE STANDARDS – CIVILIAN MEMBERS OR LIMITED DUTY POLICE PERSONNEL (WILEAG 1.2.3)**

Non-uniformed civilian members or limited duty police personnel, while on-duty, shall wear clothing and accessories that are neat and clean in appearance and appropriate for their work location. Members shall convey an appearance of professionalism, particularly when dealing face to face with the general public. The following items of clothing shall be considered unprofessional and inappropriate for work attire.

- ☐ T-shirts / tank tops as an outermost garment
- ☐ “Skorts” or shorts
- ☐ Denim clothing
- ☐ Beach or thong type sandals
- ☐ Athletic shoes (unless solid black in color)
- ☐ Athletic / workout attire
- ☐ Apparel bearing sport or company logos larger than 3” x 3”
- ☐ Leggings / skin tight pants/ spandex garments
- ☐ Revealing blouses or shirts that expose excessive skin and cleavage
- ☐ Mini-skirts or dresses that are more than 3 inches above the knee

This list is not all inclusive and violations of civilian dress attire shall be addressed by the member’s commanding officer on a case-by-case basis. Civilian members shall abide by these standards.

**340.40 BEARDS - MEDICAL CONDITION****A. AUTHORIZATION**

The Chief of Police may authorize police members and police aides to wear a beard, if they have an existing medical condition that restricts or prevents them from shaving.

**B. MEMBER'S RESPONSIBILITIES**

1. Police members and police aides that have an existing medical condition that restricts or prevents them from shaving shall submit a memorandum to their commanding officer and an original medical substantiation report from a dermatologist (licensed in the state of Wisconsin) that documents such medical condition.
2. The medical substantiation report must be dated and include the dermatologist's name and telephone number. The report shall also include the member's name, title, and work location.
3. Police members and police aides shall renew their medical substantiation every 6 months.

**C. COMMANDING OFFICER'S RESPONSIBILITIES**

1. Commanding officers shall ensure that affected police members under their command have submitted the proper reports in order to be authorized to wear a beard.
2. Commanding officers receiving a memorandum and a medical substantiation report shall promptly forward the original reports to the Human Resources Division – Medical Section.
3. If a member fails to submit proper medical documentation to wear a beard, the commanding officer shall order the member to report for duty clean-shaven beginning on the member's next scheduled workday and continuing until proper documentation is received.

**D. BEARD APPEARANCE STANDARDS**

Police members who have a medical condition that restricts or prevents them from shaving and who have been authorized to wear a beard as described above, shall wear a full beard provided that such members keep their facial hair neatly trimmed not to exceed ¼ inch in length. Goatees and other designer facial hairstyles are strictly prohibited.

**E. HUMAN RESOURCES DIVISION – MEDICAL SECTION RESPONSIBILITIES**

The Human Resources Division – Medical Section shall be responsible for maintaining a file for all members that submit medical substantiation reports that restricts or

prevents them from shaving.

### **340.45 BEARDS - NON MEDICAL CONDITION**

#### **A. AUTHORIZATION**

1. Members assigned to the Narcotics Division may wear a beard or facial hair and not adhere to the aforementioned grooming standards, but only with the approval of their commanding officer and when doing so enhances their duty assignment.
2. The commanding officer of the Narcotics Division shall maintain a report listing all members assigned to the Narcotics Division authorized to wear a beard or facial hair. The commanding officer of the Narcotics Division shall forward a copy of the report to the Human Resources Division - Medical Section on a quarterly basis.
3. Commanding officers from all other work locations shall request approval from the Chief of Police for members to wear a beard or facial hair when no medical condition exists. The Office of the Chief shall notify the Human Resources Division – Medical Section and the respective commanding officer whether the request was approved or denied. The commanding officer shall promptly notify the affected member.
4. Civilian members of the department may wear a beard or goatee provided that it is neat and clean in appearance. This does not apply to police aides.

#### **B. HUMAN RESOURCES DIVISION - MEDICAL SECTION RESPONSIBILITIES**

The Human Resources Division - Medical Section shall be responsible for maintaining a file for members authorized to wear a beard or facial hair for non-medical reasons.

### **340.50 TATTOOS**

The Milwaukee Police Department (MPD) is a paramilitary professional organization that has a reasonable interest in not offending or appearing unprofessional before the public it serves. For this reason, the MPD requires a standard appearance wherein its members may not display tattoos and body art that are profane, demeaning or contain messages that may be disruptive in the workplace, impact productivity, or give the appearance of a preference or bias to the public or other members of the MPD.

#### **A. PROFESSIONAL APPEARANCE COMMITTEE FOR MARKINGS**

1. The Chief of Police or his designee may appoint department members to a Professional Appearance Committee to review applications for approved markings. The Professional Appearance Committee will review each visible marking and will ensure the visible marking complies with policy. The committee will comprise of the following personnel:
  - a. Two (2) department members with the rank of police officer and/or detective.

- b. Two (2) department members with the rank of sergeant, lieutenant or captain and;
  - c. One (1) member from the executive command staff.
- 2. Requests for approval of markings will be made in writing to the Professional Appearance Committee on a *Department Memorandum* (form PM-9E). The memorandum shall be addressed to the Professional Appearance Committee and submitted via the member's chain of command. The requests shall contain the following:
  - a. The date the marking was received.
  - b. A description and photograph(s) of the respective marking and;
  - c. The size and location of the marking on the member's body that is visible while wearing any department uniform or specialty uniform.
- 3. Decisions made by the Professional Appearance Committee will be sent to the member and the member's commanding officer in writing. The written decision will also become part of the member's permanent personnel file. A copy of all photographs, written requests and written decisions regarding this policy will be filed at the Human Resources Division – Medical Section.
- 4. Decisions made by the Professional Appearance Committee are final and will represent the department's official position on the marking. If a member disagrees with the decision of the committee, he or she may appeal through established grievance procedures.

#### B. UNAPPROVED OR PROHIBITED MARKINGS

- 1. Department members with visible markings that have not been approved by the Professional Appearance Committee or that are prohibited shall keep the marking completely covered with cosmetics or clothing while on-duty or in uniform.
- 2. The member must appear before and demonstrate to the Professional Appearance Committee that the member's solution for covering the unapproved or prohibited marking is viable and meets the requirements of this policy.
- 3. If an unapproved or prohibited marking is in a location that hinders the complete covering of the marking with cosmetics or clothing or the Professional Appearance Committee renders the marking as unacceptably covered as described in subsection 2 above, the member will have thirty (30) days to submit to the committee a written plan to have the marking removed at the members expense.

#### C. NON-PROHIBITED VISIBLE MARKINGS

- 1. All department members must make a request to not cover their marking to the Professional Appearance Committee. Markings prohibited in section E will not be

approved and must be covered.

2. Department members that receive additional markings, which are visible and not prohibited by this policy, must request approval from the Professional Appearance Committee to not cover the marking. All markings will be covered unless approved.

#### D. PRE-EXISTING TATTOOS

1. Effective July 18, 2014, department members with a pre-existing tattoo(s) that is visible while on duty or in uniform, must submit a memo to the Professional Appearance Committee requesting the requirement to cover the tattoo with clothing or makeup be waived. The committee will make the determination if the tattoo(s) is inappropriate, unprofessional, or excessive. If the committee approves the tattoo(s), the member is not required to cover it with clothing or makeup. However, all subsequent visible markings and tattoos must be approved by the committee or be covered.
2. A pre-existing tattoo(s) that is considered by the committee to be inappropriate, unprofessional, or excessive must be covered in a fashion that is deemed satisfactory by the committee or removed at the member's expense.
3. Department members have one year from the date of this policy to submit a waiver request and necessary documentation to the Professional Appearance Committee or will be required to keep visible tattoos covered.
4. Members that were hired before July 18, 2014 with face, neck, or hand tattoos that cannot be completely or acceptably covered, are not required to remove the marking. These members must, however, request a waiver from the Professional Appearance Committee exempting them from the portion of the policy covering neck, face and hand tattoos.

#### E. PROHIBITED TATTOOS, BODY ART, BRANDINGS, ETC.

1. Department members shall not have prohibited tattoos, body art, brandings, intentional cicatrization or scarification (referred to hereinafter as "markings"), visible on any part of their body while on-duty or in uniform without permission of the Chief of Police or his/her designee. Department members include: all on-duty members of the department whether sworn or civilian, whether in uniform or plainclothes. Members who elect to wear their uniform in an off duty capacity are also subject to this policy.
2. The following visible markings are prohibited:
  - a. Any marking located on the head, face, neck (above the collarbone), hands (below the wrist bone).
  - b. Tattoos or other markings that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or sexually explicit material are prohibited to include:

1. Racist or discriminatory tattoos or brands are those that advocate the degradation of a person based on race, ethnicity, national origin, or gender. Racist or discriminatory tattoos or brands that are of violent, sexually explicit or sexually suggestive, vulgar art, words, phrases or profane language; symbols e.g., swastikas, or similar symbols, initials, acronyms or numbers that represent criminal or historically oppressive organizations, or any street gang names, numbers and/or symbols; anti-American, or any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.
2. Indecent or sexually explicit tattoos or brands are those that contain a visual image, the dominant theme of which depicts or promotes graphic nudity, including sexual activities or organs. Tattoos displaying fully exposed nudity are prohibited.
3. Extremist tattoos or brands are those that depict or promote extremist activities or organizations that advocate hatred, intolerance, or lawlessness (e.g., terrorist groups, neo-Nazis, skinheads, outlaw gangs, Confederate flag, extreme political organizations with violent histories).
4. Excessive markings are those that are visible while wearing a department uniform and exceed one third of the exposed body part.

#### F. FAILURE TO COMPLY WITH TATTOO POLICY

Failure to adhere to any portion of this tattoo policy may result in disciplinary action.

### **340.55 ANNUAL UNIFORM GARMENT ORDER PROCEDURES**

Consistent with applicable labor contracts, uniformed members may have certain uniform garments replaced when a supervisor condemns such garments due to normal wear and tear. Uniformed members may be eligible for up to two (2) garments per calendar year in any combination below:

#### A. MPSO

“The city shall replace articles of current initial allowance and equipment prescribed by the Chief of Police and, in addition, up to two shirts or one sweater and one turtleneck shirt or any combination thereof totaling two items per year whenever such items have been condemned on account of normal wear and tear” (MPSO Article 29). Members are eligible to receive two pair of uniform trousers per calendar year after a supervisor has condemned the trousers due to normal wear and tear.

#### B. MPA- Police Officers

“The city shall replace articles of current initial allowance and equipment prescribed by the Chief of Police and, in addition, up to two shirts or one uniform outer carrier and one turtleneck shirt or any combination thereof totaling two items per year whenever such items have been condemned on account of normal wear and tear”

(MPA Article 33). Members are eligible to receive two pair of uniform trousers per calendar year after a supervisor has condemned the trousers due to normal wear and tear.

**Note: In order to receive a replacement uniform outer vest carrier, members are required to surrender their properly condemned uniform outer vest carrier to the department quartermaster.**

- C. MPA- detectives, chief document examiner, police audio visual specialist, latent print examiner, identification systems specialist, document examiner and identification technician:

“The City shall provide employees occupying the classification of detectives, chief document examiner, police audio visual specialist, latent print examiner, identification systems specialist, document examiner and identification technician a clothing allowance of \$450 per annum” (MPA Article 33).

- D. Members requesting a replacement garment shall report to the Police Academy to obtain a *Uniform and Equipment Order* (form PO-1). A separate PO-1 is needed for each item requested.
- E. The condemned garment(s) shall be conveyed to the Police Academy for approval. If approved, the member will receive a PO-1. This PO-1 shall be conveyed to the department’s contracted uniform vendor within ten days of such approval to obtain replacement uniform equipment.
- F. Uniformed members with less than two years of service are eligible to request uniform garments pursuant to (A) and (B) above and not be required to surrender their original garment(s) to the Police Academy. The quartermaster or higher ranking Police Academy supervisor may allow plainclothes members returning to uniform service to receive additional uniform shirts and pants if the members have previously surrendered uniform items upon a promotion or transfer.

**340.60 DEPARTMENT AND PERSONAL DUTY EQUIPMENT (WILEAG 6.1.7, 6.2.9, 12.1.1, 12.1.2, 12.1.3, 12.1.4)**

**A. GENERAL DUTY EQUIPMENT**

Police members, unless otherwise directed by their commanding officer, shall be equipped for duty with the following department issued items:

- Identification card
- Expandable baton
- Portable police radio
- Call box key (for members with a date of appointment prior to 11/2006)
- Whistle
- One pair of handcuffs and handcuff key
- Hand-held chemical agent
- Glove pouch and latex gloves

- Memorandum book
- Metal badge
- High visibility reflective garment (readily available)
- Rainwear (readily available)
- Approved leather goods
- The prescribed number of extra rounds of ammunition in magazines
- Issued handgun
- Pen with black ink
- Flashlight

#### B. SAM BROWNE BELT

The Sam Browne belt shall be worn with all issued accessories. Non-issued equipment or accessories shall not be worn on the belt, except as follows:

1. Belt keepers.
2. A flashlight holder.
3. A key holder.
4. A second pair of handcuffs in an appropriate carrying case. Handcuffs must be in conformity with department specifications and must have the serial numbers registered with the Police Academy.
5. A folding pocketknife or utility tool in an appropriate carrying case. The blade(s) of either the knife or utility tool may not exceed 4 inches in length.
6. Other items approved by the Chief of Police or designee.

#### C. ASSIGNMENT INSIGNIA

1. Uniformed members in district or NTF assignments will be issued two (2) sets of collar insignia. All uniformed members in district or NTF assignments will wear the collar insignia on their uniform shirt at all times except when wearing the class A uniform.

Members assigned to a district will wear numbered insignia corresponding to their assigned district assignment. Members of the Neighborhood Task Force will be issued "NTF" insignia. The collar insignia shall be placed at the left and right leading edge of the shirt collar and will be centered and level with the cut of the collar.

#### 2. AUTHORIZED INSIGNIA

Authorized insignias may be worn by the following divisional units and members assigned to specialized duties.

- a. CRISIS INTERVENTION TEAM (CIT) / HOMELESS OUTREACH TEAM (HOT)

/ POLICE OFFICER SUPPORT TEAM (POST) / SCHOOL RESOURCE OFFICER (SRO)

Applicable pins may be worn above the nametag for uniform members. If the member earns additional pins or awards, they are to be worn side-by-side in a horizontal line.

b. FIELD TRAINING OFFICERS (FTO) / SERGEANTS

Field training officers shall wear an FTO pin when performing FTO duties. The pin will be optional when an FTO is not training. The FTO pin will be centered above the nametag. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line to either side of the FTO pin. Field training sergeants shall wear gold FTO insignia pins and field training officers shall wear silver insignia pins.

c. MARINE OPERATIONS UNIT

Marine Operations Unit collar pins or the embroidered collar insignia may be worn in lieu of the district "1" collar pins during the regular boating season.

d. MOUNTED PATROL UNIT

A Mounted Patrol Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line.

e. MOTORCYCLE UNIT

A Motorcycle Unit "police traffic" patch may be worn on the center of the left sleeve (forearm) on uniform jackets and on long sleeve shirts. A Motorcycle Unit pin may be worn above the nametag for uniformed members.

f. TACTICAL ENFORCEMENT UNIT

A Tactical Enforcement Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line. A Tactical Enforcement Unit patch may be worn on the right shoulder, centered at the top of the sleeve on uniform shirts and jackets. A "subdued" patch shall be worn on the TEU jumpsuit.

g. MAJOR INCIDENT RESPONSE TEAM (MIRT)

The MIRT shoulder patch may be worn by all uniformed members assigned to the MIRT team. The MIRT patch is worn on the right shoulder of the uniform approximately ½" below the hem where the sleeve meets the shoulder.

h. HAZARDOUS DEVICES UNIT (HDU)

A Hazardous Devices Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line.

#### D. PLAINCLOTHES OR LIMITED DUTY

Police members who are assigned to plainclothes duty at any location in the department shall be required to keep a full uniform at their assigned work location at all times while on-duty, except those police members that are not issued a police uniform (e.g., forensic investigator, detective). Police members who are assigned to plainclothes duty shall be properly equipped for duty. Limited duty personnel, by the nature of their injury or limitation, may be exempt from this provision.

#### E. LONG BATON AND RIOT HELMET

All police members shall have

REDACTED

be kept available at the member's work location unless otherwise directed.

#### F. HIGH-VISIBILITY REFLECTIVE GARMENTS

1. The wearing of an American National Standards Institute (ANSI) compliant high visibility reflective garment is mandatory for any police member under the following circumstances:

- a. When standing on the roadway directing traffic, lane closures, or investigating a traffic crash.
- b. When performing public safety duties at disasters.
- c. As determined by the officer-in-charge at situations where member safety and visibility is paramount.

#### G. STORAGE AND SAFEGUARDING DEPARTMENT EQUIPMENT

REDACTED

REDACTED

REDACTED

#### H. GYM BAGS AND BRIEFCASES

REDACTED

REDACTED

2.

REDACTED

cooperate with superior officers in order to facilitate such inspection.

#### I. PRIVATELY OWNED CELL PHONES

1. Department members may possess and use privately owned cell phones while on-duty for department business.
2. Department members shall not use a privately owned cell phone while driving a department vehicle unless there are extenuating circumstances.
3. Privately owned cell phones shall be kept in an inaudible or vibrating mode at all times while on-duty.
4. Department members shall not use / wear privately owned Bluetooth (wireless) devices while on-duty in public view.
5. The department shall assume no liability under any circumstances for the loss, damage, or expenses incurred from the possession or use of any privately owned cell phones while on-duty.

#### J. HANDGUNS / ON – DUTY

1. All police members authorized to carry a department issued handgun shall do so in the following manner: for all police members in uniform, in department issued

holsters and belts; and, for detectives and other members not in uniform, in a holster approved by the department range master.

2. Police members shall be trained and qualified in the safe and proficient use of department authorized and issued firearms. Police members shall be required to qualify with a state certified department firearms instructor prior to being authorized to carry such firearms and shall be required to maintain their qualification in order to ensure continual safe and proficient firearm use.

(WILEAG 12.1.2)

3. Police members assigned to plainclothes or undercover assignments may be authorized to carry an approved off-duty handgun and holster with the permission of their commanding officer. Non department issued handguns and holsters carried by plainclothes and undercover members must be approved by the range master.

(WILEAG 12.1.1.1)

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

5. The range master shall be responsible for maintaining a record of all department owned and issued firearms including the type, description, manufacturer, model, serial number, and the member to whom the firearm was issued. A department qualified firearms instructor shall review, inspect, and approve all department issued firearms prior to them being issued. If a member believes his/her issued firearm is defective, the following procedure shall be followed:
  - a. The member shall bring the firearm to the department's range at the Police Academy.
  - b. Range staff shall inspect the firearm. The range staff shall either repair the defect and return the firearm to the member or, if the firearm is determined to be beyond immediate repair, the range staff shall take the firearm and issue the member a replacement firearm.
  - c. If the member's firearm was taken for repair the range staff shall notify the member when the firearm has been repaired.  
(WILEAG 12.1.1.3)

The Tactical Enforcement Unit Firearms training coordinator shall maintain a similar record for all tactical firearms and conduct a similar inspection of all firearms issued to the Tactical Enforcement Unit. The TEU weapon records shall be submitted to the Police Academy for review and approval.  
(WILEAG 12.1.1.3, 12.1.1.4)

6. Firearms Training and Qualification
  - a. The range master shall oversee all firearms training under the supervision of the commanding officer of the Police Academy.
  - b. All firearms training shall be conducted and/or monitored by a state certified

firearms instructor.

(WILEAG 12.1.3.1)

- c. All police members authorized to carry firearms are required to receive in-service training on the department's deadly force policies and demonstrate proficiency with all approved lethal weapons the police member is authorized to use. The range master is responsible to ensure the following:
  1. Establish an annual firearms qualification of all sworn members. The annual qualification course shall be an accurate, comprehensive test of member skill in the safe and proficient use of firearms.
  2. Establish a firearms training program that includes training courses at in service training.
  3. Maintain records of firearms training and qualifications for personnel with handguns, rifles, and shotguns. The Tactical Enforcement Unit training coordinator shall maintain records of training and qualification for specialized firearms for the Tactical Enforcement Unit for submission to the Police Academy for approval.  
(WILEAG 12.1.3.2)
  4. Supervise and coordinate all department firearms range operations.
- d. Police members shall demonstrate proficiency by qualifying annually with all approved firearms the member is authorized to use.
- e. Police members who fail to qualify will receive remedial training and repeat the entire qualification course. If the member still fails to qualify, he/she shall be assigned to administrative duties and additional training until he/she qualifies or other administrative actions are taken. Members failing to qualify may be subject to disciplinary action.  
(WILEAG 12.1.3.3)

#### K. HANDGUNS / OFF – DUTY

1. When off-duty, police members may carry a department issued handgun or a personally owned handgun in a holster approved by the range master. The range master shall establish clear and consistent guidelines for the approval of off duty weapons and written protocols establishing department expectations for carrying weapons when off duty. Members must carry their department issued identification card and metal badge and have them readily accessible for display when carrying a handgun off-duty.  
(WILEAG 12.1.1.1)
2. The range master shall record the type, description, manufacturer, model, and serial number of members off duty weapons and will keep this information on file. It is recommended members consult the range master or designee at the Police Academy prior to purchasing an off-duty handgun, holster or ammunition to ensure

compatibility with department standards. The range master will maintain a list of approved off-duty firearms, holsters and ammunition. Police members must demonstrate proficiency with the off-duty handgun prior to carrying it. The range master or designee shall determine proficiency.

(WILEAG 12.1.1.1, 12.1.1.2, 12.1.1.3, 12.1.1.4)

3. All approved off-duty handguns shall be loaded with department approved ammunition as determined by the range master. Members will be responsible for purchasing all off-duty ammunition, including ammunition costs for required training, as deemed necessary by the range master at the Police Academy.

(WILEAG 12.1.1.2)

REDACTED

REDACTED

#### L. LESS THAN LETHAL WEAPONS

1. Only police members who have successfully demonstrated safe and proficient use of department issued less than lethal weapons shall be authorized to carry or use less than lethal weapons. The Police Academy (or Tactical Enforcement Unit if applicable) shall provide biannual training for members issued less than lethal weapons (at least biennially).
2. A department qualified weapons instructor shall review, inspect, and approve of all department issued less than lethal weapons. Any less than lethal weapon deemed unsafe or defective by a department qualified weapons instructor shall not be used.

(WILEAG 12.1.1.3)

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

#### N. BUSINESS CARDS

1. Generic business cards (form PC-41) are available for use by all department members and may be obtained from the Printing and Stores Section.
2. Department members who choose to purchase and use their own business cards may do so provided the business cards have been reviewed and approved by their immediate supervisor.

#### O. DEPARTMENT ISSUED KEYS

All department issued keys for buildings, furniture, file cabinets, general locks, and vehicles will be inventoried, issued and tracked by the Facilities Services Division to ensure the security of police facilities and equipment. Keys that are to be issued to an individual member of the department must be requested using form PR-7 *Request for Key Duplication*. Requests for keys will be processed Monday-Friday and generally will be ready for pick-up within 48 hours of receipt.

1. *Request for Key Duplication* (form PR-7)
  - a. Form PR-7 must be approved by a member holding the rank of captain or higher or by the civilian manager of the area to which the requesting member is assigned.
  - b. Only one key per individual per form will be accepted.
  - c. After being notified a key is ready for pick-up, the member to which the key has been issued must personally appear, where directed, to accept the key and sign a receipt indicating acceptance.
  - d. The commanding officer or civilian manager of each work location is responsible for collecting keys from members who will no longer be assigned under their command. Keys will be returned to the Facility Services Division as soon as practicable.
2. Routing of Key Requests

Requests for keys will be routed as directed on the bottom of form PR-7.

### **340.65 IDENTIFICATION CARDS**

REDACTED

### **340.70 RETURN OF DEPARTMENT ISSUED EQUIPMENT**

#### **A. SEPARATION CHECKOUT SHEET (PS-25)**

Whenever members are placed on an unpaid status (removed from the payroll) for any reason except for suspension or an unpaid status of 14 days or less, the Human Resources Division - Payroll Section shall prepare a *Separation Checkout Sheet* (form PS-25). The Human Resources Division shall forward a copy of the PS-25 to the respective commanding officer.

#### **B. COMMANDING OFFICER RESPONSIBILITIES**

1. Upon receiving a *Separation Checkout Sheet* (form PS-25) from the Human Resources Division, commanding officers shall ensure that the member's department issued equipment is retrieved and either stored at the member's work location or delivered to the Police Academy, if applicable. If the member is expected to return to duty, the equipment shall be stored at the work location. These items shall not be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police.
2. If a member's 15 day or greater leave begins prior to a PS-25 being received from the Human Resources Division, the commanding officer or designee must collect and document the member's applicable equipment prior to the member's last day of work. Once the PS-25 arrives at the work location the list of equipment collected should be transferred to the second page of the form.

**Note: If a member has been approved for an extended leave of absence which may go into an unpaid status of greater than 15 days, the applicable equipment must be surrendered prior to the commencement of the leave. Supervisors are to use their discretion when handling unpaid leaves and the surrendering of equipment.**

#### **C. UNPAID LEAVE 14 DAYS OR LESS**

Members on an unpaid leave of 14 days or less are not required to surrender any department issued equipment unless otherwise ordered by the Chief of Police or designee.

#### D. UNPAID LEAVE 15 TO 90 DAYS OR SUSPENDED FROM DUTY

Members on an unpaid leave of 15 to 90 days or suspended from duty for any reason shall surrender their regulation and second metal badge (if issued), cap shield, identification card, call box key, OC, expandable baton, long baton, handcuffs and handgun to their commanding officer. The items shall be retained at the work location and shall not be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police or designee.

#### E. UNPAID LEAVE OVER 90 DAYS

Members on an unpaid leave over 90 days shall surrender all department issued equipment (excluding uniform items) to their commanding officer. The commanding officer shall ensure the equipment designated on the *Separation Checkout Sheet* (form PS-25) is retrieved and delivered to the Police Academy. This is to include the member's badge(s), cap shield, identification card, and call box key. Handguns shall be returned to the Range Master for retention. The member's equipment will be re-issued upon reinstatement.

#### F. TRANSFER FROM SPECIALIZED UNIT

Upon a department member transferring from a specialized unit, or when no longer performing duties for which specialized equipment is required, it is the responsibility of the member to return all specialized uniforms and/or equipment to their commanding officer. Upon return of the specialized equipment and/or uniforms, commanding officers shall ensure that a *Specialized Equipment Check Off Sheet* (form PS-25AE) is completed. Form PS-25AE is available on the department network. Commanding officers shall ensure the specialized equipment and/or uniforms and *Specialized Equipment Check Off Sheet* are delivered to the Police Academy during normal business hours.

#### G. DISCHARGE, RESIGNATION OR RETIREMENT

Upon discharge, resignation or retirement, it is the responsibility of the member to immediately return to their commanding officer all department equipment and/or uniforms that have been issued or otherwise entrusted to them, including any specialized equipment (e.g., bicycle equipment, web belts, detective windbreakers, forensic photo vests, tactical coveralls or 5.11 TDU shirts/pants, arson investigators equipment). If the member is unable or unwilling to return the uniforms and/or equipment, it is the responsibility of the member's commanding officer to assign a supervisor to immediately retrieve the outstanding uniforms and/or equipment. Commanding officers shall ensure the equipment, uniforms, and *Separation Checkout Sheet* are delivered to the Police Academy during normal business hours.

#### H. POLICE ACADEMY RESPONSIBILITIES

Personnel assigned to the Police Academy shall inspect returned equipment and uniform items for serviceability. They shall re-issue the equipment and uniform items when appropriate. Specialized equipment shall not be dispersed or re-issued from any

other work location. In addition, only personnel assigned to the Police Academy shall disperse and dispose of uniforms and equipment.

#### I. NON-MEMBER EQUIPMENT RETURN

When a non-member of the department (e.g., interns, probation/parole agents) has Department issued equipment to return, the commanding officer, civilian manager, or designee of the work location to which person was assigned will ensure the equipment is collected and returned to the proper location.

##### 1. ID Cards

ID cards will be returned to the Forensics Section – Photography for disposal. An email or memorandum must be sent to the systems security administrator and the TIME Agency Coordinator to have the ID card and/or network accessibility disabled.

##### 2. Keys

All department issued keys will be returned to the Facility Services Division.

##### 3. Other Equipment Issued by the Department

Any other equipment that had been issued will be returned to where the equipment was originally procured.

### **340.75 LOST OR STOLEN UNIFORMS AND EQUIPMENT**

#### A. NOTIFICATION

Department members shall immediately notify their shift commander or immediate supervisor of the loss or theft of department property. Shift commanders / supervisors shall ensure that the commanding officer is made aware of the incident.

#### B. REPORTS

1. Shift commanders shall ensure that a police supervisor, of a higher rank than the member reporting the loss or theft, promptly completes an incident report, including a detailed supplement. If department property is lost, but not stolen, type "lost" in the statute field of RMS when making the report of lost department property. If necessary, a supervisor of a higher rank from another work location shall file the report.
2. The report shall be completed prior to the end of the shift in which the loss or theft was reported. Shift commanders shall ensure that an ADAB's (all districts and bureaus) teletype message is sent describing the department property and that the original teletype information is contained within the incident report.
3. Upon reviewing and approving the incident report, shift commanders shall notify the inspector of police from the Risk Management Bureau, the inspector of police from

the Specialized Investigations Bureau, the commanding officer of the Internal Affairs Division and the commanding officer of the Police Academy of the incident report number and a brief summation of the circumstances surrounding the loss or theft. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.

**Note: The member reporting the loss shall not file a *Department Memorandum* or any other administrative reports regarding the loss or theft.**

#### C. SPECIALIZED INVESTIGATIONS BUREAU

1. The inspector of police from the Specialized Investigations Bureau shall ensure that all lost or stolen MPD property is entered into NCIC/CIB databases.
2. When items are purged from NCIC in accordance with NCIC's retention schedule, the inspector of police from the Specialized Investigations Bureau shall ensure the re-entry of the purged MPD property items in order to maintain a permanent record in NCIC/CIB databases until the items are recovered.

#### D. INTERNAL AFFAIRS DIVISION

The commanding officer of the Internal Affairs Division or a designee shall review all related reports that were filed for lost or stolen department property and determine if a personnel investigation is warranted.

#### E. LOST OR STOLEN DEPARTMENT PROPERTY RECOVERED

1. When lost or stolen department property is recovered by a member, they shall immediately notify their shift commander and report the circumstances surrounding the recovery. The shift commander shall determine what, if any, additional investigative follow-up should occur.
2. The member that recovered the property shall complete a detailed supplement, clearing the original incident report, detailing the circumstances surrounding the recovery and any additional investigation, if applicable. This report shall be completed and submitted for supervisory approval prior to the end of the shift in which the recovery occurred.
3. The shift commander shall review and approve the supplemental report and ensure that an ADAB's teletype message is sent regarding the recovery. The shift commander shall also notify the inspector of police from the Risk Management Bureau, the inspector of police from the Specialized Investigations Bureau, the commanding officer of Internal Affairs Division and the commanding officer of the Police Academy of the recovery, including the supplemental report number and a brief summation of the circumstances surrounding the recovery. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.
4. Personnel from the Specialized Investigations Bureau - Investigative Management

Division shall cancel the property from the NCIC/CIB databases.

### **340.80 UNIFORM AND EQUIPMENT COMPENSATION PROCEDURES**

- A. City ordinances and labor contracts provide that certain police members be compensated for items of uniform and equipment prescribed by the Chief of Police which are either (1) directly or indirectly destroyed in the line of duty, or (2) stolen from the member while such member is on-duty. The provisions of item (2) of this paragraph shall only be applicable to claims made in relation to incidents of theft where there is no negligence on the part of the member. The Chief of Police shall assess the amount of damage, and assess the amount of loss resulting from incidents of theft compensable hereunder. For purposes of interpretation and construction, the term "items of uniform and equipment prescribed by the Chief of Police" as used herein shall only cover those items that are compensable under the terms of the Uniform and Equipment Article of the current labor agreements. Additionally, the Chief of Police may, at his/her discretion, approve other items (such as personal purchase) of uniform and equipment as compensable hereunder and shall assess the amount of damage or loss for such items.
- B. Prescribed garments for non-uniformed department members and the maximum per garment reimbursement allowed are as follows:

COAT, DRESS	\$150.00	SHOES	\$60.00
COAT, SPORT	\$125.00	SKIRT	\$80.00
DRESS	\$75.00	SUIT	\$200.00
HAT	\$25.00	SWEATER	\$60.00
JACKET, SUMMER	\$60.00	TIE	\$20.00
JACKET, WINTER	\$100.00	TROUSERS / SLACKS	\$75.00
SHIRT / BLOUSE	\$30.00		

- C. The following procedures are established relative to processing claims by members eligible for compensation:
1. Department members having a claim shall submit a memorandum to their commanding officer and shall retain the garment or equipment in question until the claim is settled.
  2. Upon receipt of the memorandum, the commanding officer shall complete page 1 of the *Uniform and Equipment Compensation Report* (form PU-8) and forward to the Police Academy along with the member's memorandum.
  3. The commanding officer of the Police Academy or designee shall render a decision on the claim. If the claim is approved, an appropriate communication for compensation will be prepared for the chief's signature. If the claim is denied, the member may appeal in writing to the Chief of Police, who will render a final decision.

- 4 All uniform and equipment items deemed to have been directly or indirectly destroyed in the line of duty must be surrendered to the department for disposal.

A handwritten signature in black ink, appearing to read "Edward A. Flynn". The signature is fluid and cursive, with a long horizontal stroke at the end.

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:mfk